

Process Name: Personnel Administration	Process Identifier: PA
Sub-Process Name: Performance Evaluation	Sub-Process Identifier: PA-4
Sub-Process Purpose and Objectives: Manage and record the job planning and performance evaluation process	
Sub-Process Description: The process begins either with an employee entering a new position or when annual performance reviews are due. These processes proceed as follows: Employee enters new position – When an employee enters a new position, they begin a probationary period in that job (initial probation if the employee does not have status in that department, subsequent probation if they have status in another position in that department). The first step in the process is to prepare a job plan for the employee that outlines responsibilities and expectations. After several months, an interim review is performed. If the interim review is satisfactory, the process proceeds. If not, the agency must decide if they would like to terminate the appointment or proceed with the probation process. If they decide to terminate the appointment, then the process differs depending on whether the employee has status in another class with that agency. If the employee has status, then they may be demoted to their previous position or enter Disciplinary Action process. If the employee does not have status, then they may be terminated. At the end of the probation, the employee receives a written performance evaluation. If the review is satisfactory, the employee receives status. If not, the agency must decide if they would like to terminate the appointment or conclude the probation and allow the employee to receive status (note: If the agency does not completed the performance evaluation and employee notification on time, then the employee automatically receives status regardless of performance). If they decide to terminate the appointment, then the process differs depending on whether the employee has status with that agency. If the employee has status, then they may be demoted to their previous position or enter Disciplinary Action process. If the employee does not have status, then they may be terminated. When the evaluation is complete, the evaluation is entered into SEIS. Employees with status may file a grievance on the performance evaluation for procedural issues (ex – no job plan was prepared). This process is described in the grievance procedure. Annual performance evaluation – On a regular basis (usually annually), the employee receives a performance evaluation. If the review was unsatisfactory, then the agency must decide whether to initiate the disciplinary action process. When the evaluation is complete, the evaluation is entered into SEIS. Employees with status may file a grievance on the performance evaluation for procedural issues (ex – no job plan was prepared). This process is described in the grievance procedure.	

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Sub-Process Trigger(s): <ul style="list-style-type: none">• `Interim probationary review• Final probationary review• Normal cycle probation review		Key Sub-Process Participants: <ul style="list-style-type: none">• Agency (supervisor)• Employee• Personnel	
Inputs:			
Input	Format	Volume/Time	Suppliers
Personnel master file	Database	45,000 active employees	Personnel and agency users
Personnel evaluations	Paper forms/online entry	29,000/year	Personnel and agencies
Outputs:			
Output	Format	Volume/Time	Recipients
Updated personnel records	Database		Personnel and agency users
Performance review	Paper document		Personnel, agency, employee
Job plan	Paper document		Personnel, agency, employee
Employee notification of end of appointment	Paper document		Personnel, agency, employee
Past due evaluations	Report	Quarterly	Personnel, agency
Evaluations due	Report	Twice per month	Agency
Performance Measures Tracked:			
Measure	Approx. Value		Target Value
On time evaluations			100%

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Laws, Regulations, and Policies That Govern Sub-Process: TCA 8-30-328, DPO 1120-5			
Current Sub-Process Issues/Problems:			
Improvement Opportunities:			
Opportunity <i>Merge cells to link one Opportunity to multiple impacts)</i>		Organizational Impacts <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>	
Applications that Support the Sub-process			
Application Name(s) <i>(Internal name and vendor's name)</i>		Technology Description <i>(Programming vendor, language, platform, database, etc.)</i>	
SEIS		In house developed, COBOL, IBM mainframe, IMS	





